



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

August 27, 2003

School District Superintendents/Charter Holders

RE: Adequate Yearly Progress (AYP)/AZ LEARNS Data Verification

Dear Administrator:

The Arizona Department of Education (ADE) is preparing to calculate Adequate Yearly Progress (AYP) in accordance with the No Child Left Behind Act of 2001. AYP must be released on August 29, 2003 for all priority Title I schools, schools in Year 1 or Year 2 of federal school improvement. AYP must be reported for all remaining schools by September 15, 2003. In an effort to report accurately for all Arizona public schools, including charter schools, the ADE is requiring verification from local administrators.

Local administrators must verify the following:

- All schools in the district or under a charter holder that are expected to receive an AYP determination.
 - School information
 - Type of school- i.e., Title I, Alternative/Accommodation, or K-2 school
 - Contact information
- The grades offered at each school for the 2001-2002 and 2002-2003 academic years.
- The data required to calculate AYP for each school:
 - Elementary Schools
 - Attendance Rate (ADM)
 - Enrollment on April 28, 2003
 - Number of students tested (includes AIMS and AIMS-A students)
 - AIMS results
 - Data disaggregated by subject
 - High Schools
 - Attendance (ADM)
 - Enrollment on April 28 and 29, 2003
 - Number of students tested (includes AIMS and AIMS-A students)
 - AIMS results
 - Graduation rate
 - Data disaggregated by subject

Verification must be made through an online application called 'AZ LEARNS/Adequate Yearly Progress (NCLB)' available to administrators through the common logon on the ADE website:

<https://www.ade.az.gov/commonlogon> starting **Thursday August 14, 2003**. To review information required to calculate AYP select 'Review AYP/AZ LEARNS data'. If you are unable to access the AZ LEARNS/Adequate Yearly Progress (NCLB) application, please contact the ADE Support Center for assistance at 602-542-7378, (866) 577-9636 or E-mail enterprise@ade.az.gov.

Please be aware that districts and charter holders are solely responsible for verifying information for their schools. **The online application will be available until 5:00PM, Wednesday, August 27, 2003, and no further submissions will be accepted. Please note priority Title I schools must review prior to August 27, 2003 in order to allow the ADE sufficient time to process AYP.**

If a district or charter holder does not verify the information for its schools by August 27, 2003, through the verification process listed above, the ADE will assume the schools on file and the data available are correct and complete as listed and will produce an AYP determination for these schools.

If you have questions about the above please send an e-mail to achieve@ade.az.gov. Be sure to include the following with each correspondence to the ADE: school/district name, school/district CTDS and Entity ID, your name, e-mail address, and phone number.

Please be aware that the ADE will utilize the AZ LEARNS/Adequate Yearly Progress (NCLB) verification page to provide schools with any additional data required to calculate the AZ LEARNS Achievement Profile. This data will be included at a later date. The ADE will notify schools once this data is available.

Thank you for your cooperation.

Sincerely,

Ildiko Laczko-Kerr, Ph.D.
Deputy Associate Superintendent of Research and Policy